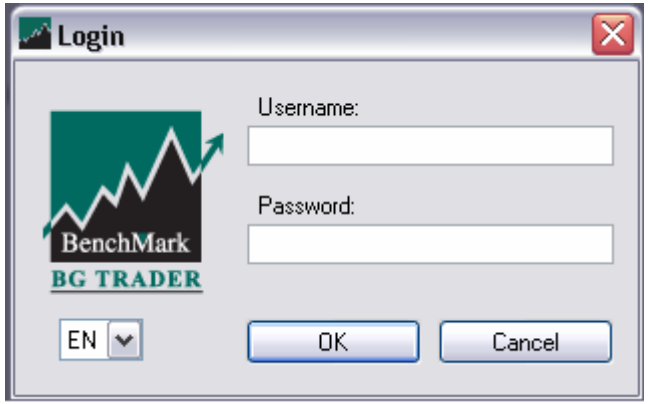
USER'S GUIDE
for online trading on the BSE with the platform
BenchMark BG Trader

I. Installing BenchMark BG Trader

Downloading the platform	Download the platform from the installation link: **http://bmwt.vjsoft.net/download/BMTrader/install.exe**
Installing	Press "Run" if you are using Internet Explorer or "Save" if using Mozilla Firefox. If you don't have a .Net program installed a window will popup, informing you that an installation is pending.
	The .Net installation consists of two stages: download and install.
	CAUTION: The .Net installation could take 15 minutes. This is a one time only occurrence and it goes along with the initial application installation.
	After successfully downloading the program it is necessary to approve the ROOT Certificate installation, which will give you access to the encrypted connection, ensuring information security.
	In some cases it is necessary to restart your PC.
Starting	Start the platform from the "BenchMark BG Trader" icon on your desktop.

II. Entering the platform

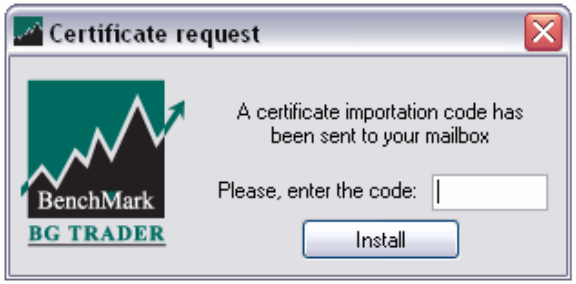
Entering the platform — When starting the BenchMark BG Trader client terminal the following access window will appear:



For entering a demo account use the **Username** and **Password** created during the registration.

ATTENTION: If you have already installed the platform on your PC when registering a demo account it is not necessary to do so again.

In a live account: Enter the chosen username and the password given when signing the live account contract. On your e-mail you will receive a code that is needed when creating your certificate for working with the platform. Enter the code in the following window.



ATTENTION: The code is valid for 1 hour. If that validity expires, it is necessary to generate a new code.

Exiting the platform

You can exit the platform automatically when closing the BenchMark BG Trader client terminal. You can also exit the platform by choosing **File > Exit**.

Changing your password

After you enter the platform for the first time it is necessary to change your password. Choose **File > Personal data > Change password** in the BenchMark BG Trader client terminal. The password given to you by BenchMark Finance serves as an initial client identification.

III. Main menu and functionality

3.1 File

Description

By choosing "File" from the main menu you can create multiple workspaces which you can use to organize your personal view of the platform. From here you can receive information about your personal data in BenchMark Finance.

Desktop templates

In „Desktop templates" there is a previously created view. Every time you wish to return to the original view of your platform you must choose „Standard view".

New workspace

With this function you can add a new workspace which will be visualized after the existing workspaces. You can achieve the same thing by pressing the right mouse button over the already created workspace.

Changing workspace name

By choosing **File > Rename** you can change your current workspace name.

Saving a workspace

By choosing **File > Save** you can save the windows as well as the active workspaces.

Closing a workspace

By choosing **File > Close** you can close the chosen workspace.

Moving a workspace

You can move the open workspaces by holding the right mouse button and moving in the desired direction.

Personal data review

By choosing **File > Personal data** you can view your personal information in BenchMark BG Trader. You can change certain personal data by sending an e-mail to front_office@benchmark.bg with the necessary information.

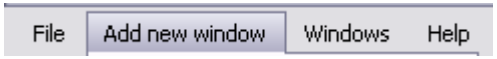
Exiting

By choosing **File > Exit**, as well as the „X" button in the upper right corner, you can exit the platform. Before exiting you will be prompted if you wish to save your configuration that you have chosen for the system. If you wish to save the current configuration choose "Yes".

3.2 Add new window

Description

You can add different views in the chosen workspace by pressing "Add new window" from the main menu.



3.3 Windows

Description

You can set window options by choosing "Window" from the main menu or by right-clicking on the taskbar containing the window name.

Show all windows

By choosing **Windows > Show all** you can visualize all active windows in the desired workspace as the system arranges them automatically.

Cascade view

By choosing **File > Cascade view** you can arrange the windows by a cascade view.

Always on top

By choosing **Windows > Send to desktop** or by right-clicking the name field you can send a window on top which means that even if minimizing the platform you will continue to see the chosen window. Using this option you can monitor a current information without interrupting your main activity.

Clone window

By choosing **Window > Clone window** or by right-clicking the name field you can double the according window in the workspace.

Inserting a window

By choosing **Window > Insert window** or by right-clicking the name field of a chosen window you can insert in it another already active window.

Adding new window

By choosing **Window > Add new window** or by right-clicking the name field of a chosen window you can add a new window.

Closing a window

By clicking the "X" button in the upper right corner of a window you can close it.

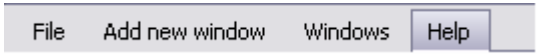
Active windows

In the lower part of the "Window" menu the active windows of a workspace are showed.

3.4 Help

Description

By choosing "Help" from the main menu you can receive information for the platform. Form the chosen menu you have access to the "User's guide", "FAQ" and the BenchMark BG Trader platform version.



3.5 Others

Quick access icons

The quick access icons are links to:

- Analysis, prepared by BenchMark Finance
- The BSE trading tariff
- Money withdrawal application
- Web site: **www.bgtrader.benchmark.bg**

IV. Windows description and functionality

4.1 „BSE quotes" window

Activation

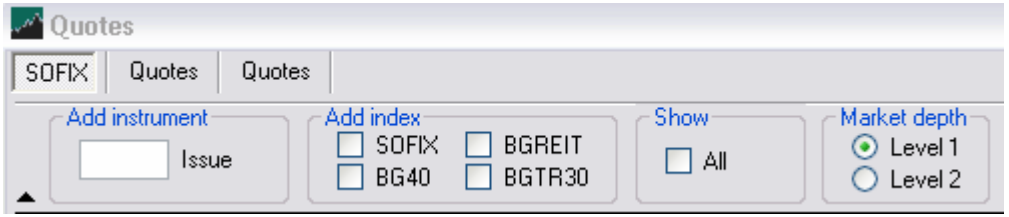
Start the "BSE quotes" by choosing **Add new window > BSE quotes**.

Description

Shows different quotes and indexes for the current exchange session for instruments, stocks, bonds, compensatory instruments, rights and funds. When changing quantity the offers buy/sell, for a current issue, are colored yellow and when changing price they are colored red or green.

Filtering

There are several filters which allow an easier, faster and convenient way to create a monitored issue portfolio in the "Quotes" screen. The filter menu can be hidden or visible by pressing the pointer in the lower left corner.



Columns

1. Ticker – issue trade code.
2. Icons column – symbols in different color are placed according to the type of instrument.
3. Issuer - the name of the issuer company.
4. Column (+/-) – gives the opportunity of showing/hiding an in-depth view of a certain issue without passing to "level 2".
5. Orders – shows the quantity of buy offers for a certain price.
6. Total quantity – every next row from "total quantity" shows the amount of securities from all offers for a selected issue buy over the one.
7. Securities quantity – the securities quantity offered to buy at a certain price.
8. Bid – shows the buy price of an issue.
9. Ask- shows the sell price of an issue.
10. Volume – the securities quantity offered to sell at a certain price.

11. Total quantity – every next row from "total quantity" shows the amount of securities from all offers for a selected issue sell over the one.

12. Orders – shows the buy offer number at a certain price.

13. Daily volume – traded securities volume for the current trading session.

14. Open – the price at which the first transaction of the trading session is concluded.

15. Low – the minimal price at which a transaction is made for the day.

16. High – the maximal price at which a transaction is made for the day.

17. Close – the price at which the last transaction is concluded.

18. Prev. day – the price at which the position has closed at the last day traded.

19. Change – the price change between the last closing price and the last transaction in percent: [(last transaction – last closing price)/last closing price] x 100%.

20. Phase – different trading phases in correspondence with Xetra:

- BETW = between two auctions, when the instrument is not traded continuously;
- CCALL = call-phase of a closing auction;
- DEL = the instrument is not traded but is still in the system;
- ECALL = call-phase of an auction when closing the day;
- ENDTR = trade ending;
- HALT = the instrument is in a "halt" state;
- ICALL = call-phase of an intermediate auction;
- IFRZ = stopping (freezing) an intermediate auction;
- IIPO = call-phase of an intermediate auction for public offering (IPO);
- OCALL = call-phase of an opening auction;
- OFRZ = stopping (freezing) of an opening IPO auction;
- OIPO = opening IPO auction;
- POSTR = post-trading;
- PRETR = pre-trading;
- START = start;
- SUSP = stop;
- TRADE = continuous trade;
- VOLA V = instability interruption;

- VOLA X = extended instability interruption.

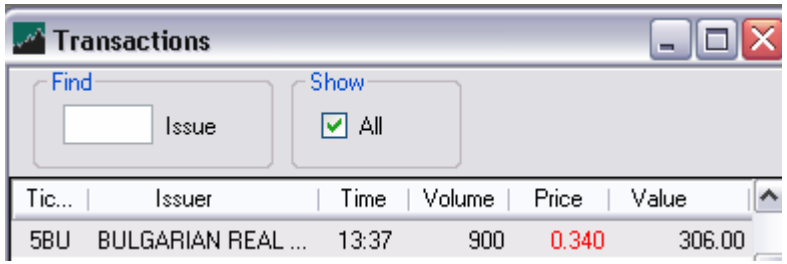
21. Auction price – the price, determined during the auction.
22. Auction quantity – the securities quantity, for which a transaction can be concluded at the mentioned above auction price.
23. Auction surplus – indicates if the offered volume in the auction exceeds the demanded quantity.

Example: S60 means: sell 60 more securities at a certain price, B80 means: buy 80 more securities at a certain price.

Add/remove an issue	A possibility of adding issues that participate in a certain index or separate ones through the issue field, by dragging and dropping the desired issue from the other field. You can delete an issue by right-clicking on the "Delete issue" field.
Moving an issue	Moving a current issue is done by holding down the left mouse button over the issue and moving it over the desired row.
In-depth level 2	Level 2 shows the market in depth for all issues monitored by the customer at the moment.
Market in depth	You can activate the market in depth for a certain issue (besides choosing Level 2 for all issues and using the (+/-) button for an issue) by right-clicking over the issue and choosing Market in depth. After a screen, containing the offers for the chosen issue appears, you can complete transfers from it by right-clicking over the issue and choosing "New order" or by double-clicking the chosen offer.
Automatic filling when submitting a new order	When double-clicking the buy/sell values in the columns a "New order" window with filled will appear boxes using the data from the chosen offer – issue, quantity, price, type, buy/sell.
Submitting a normal order	When double-clicking on a certain issue a "New order" window with filled boxes will appear.
Hiding/showing columns	By right-clicking over the information field in **Quotes > Columns** you can choose which columns to view.
Changing column width	By holding the left mouse button over a chosen column you can change its width.
Sort by column	By left-clicking over the selected column's title you can sort its' containing information.
All offers	All buy/sell offers for a certain issue can be opened by right-clicking over „All orders". The „All orders" window is static (it is not actualized automatically)and shows the offers to a certain moment as it cannot submit orders.
Graphics	By right-clicking over the issues in **Quotes > Graphics** you can open the "graphics" window for the chosen issue.

4.2 „BSE transactions" window

Activating	Start the "Trades BSE" window by clicking като изберете **Windows > Transactions** from the main menu.
Description	This shows all of the current transactions. New transactions are colored in yellow. The „Transactions" window is actualized automatically.



Issue transaction search	A possibility of selecting current issue transactions exists through the "Search" field or the „Drag-and-Drop" function by dragging the chosen issue from another field. By choosing "All" from the upper part of the "Transactins" window you can show all transactions for all issues.
Columns	1. Ticker – issue trade code. 2. Issuer – the name of the issuer company. 3. Time – the exact time of the deal. 4. Volume – the share quantity of the deal. 5. Price – a certain price at which a deal is concluded. When the value is colored in red, this means that the price is lower than the previous deal and if it is in green – the price is higher. When concluding the first deal for a chosen issue the comparison is to the closing price from the previous day.
Trade information	In the lower part of the "Trades" you will be able to see the number of concluded deals for the day as well as the traded daily turnover in BGN (bond transactions are not included in this turnover). When searching by a certain issue the volume is also showed.
Hiding/showing columns	By right-clicking on **Trades > Columns** you can choose which columns to view.
Changing column width	By holding the left mouse button over a chosen column you can change it's width.
Sort by column	By left-clicking over the selected column's title you can sort its' containing information.
Export to Excel	By right-clicking over the information in **Trades > Export to Excel** you can save to Excel a file containing the transactions for all or one issue chosen by you.
Submitting orders	You can submit orders through right-clicking over the issues in the **Trades > New order** window.

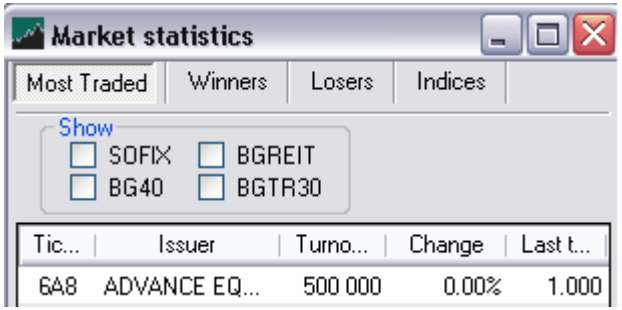
4.3 "Auctions" window

Activating	Start the "Auctions" window by choosing **View > Auctions** from the main menu.
Description	From this window you can receive information about companies in a volatility auction.
Columns	The following columns are listed above the issues. 1. Code – issue trade code. 2. Issuer – the name of the issuer company. 3. Date – the date of the auction. 4. Time – the time in which the issue enters an auction. 5. Auction phase: • VOLA V = instability interruption; • VOLA X = extended instability interruption.
Hiding/showing columns	By right-clicking over the information field in „Columns" you can choose which columns to view.

Changing column width	By holding the left mouse button over a chosen column you can change it's width.
Sort by column	By left-clicking over the selected column's title you can sort its' containing information.
Export to Excel	By right-clicking over the information in **Auctions > Export to Excel** you can save to Excel a file containing the transactions for all or one issue chosen by you.
Submitting orders	You can submit orders through right-clicking over the issues in the "Auctions" window.

4.4 "Market statistics" window

Activation	Start the "Market statistics" window by clicking on **Windows> Market statistics** from the main menu.
Description	Shows the ten companies with the largest positive and largest negative change in stock price for the current session, as well as the ten most traded issues of the day, ordered by daily volume in BGN. Shows the current value and the variation in all of the stock indexes.



Columns	1. Ticker – issue trade code. 2. Issuer – the name of the issuer company. 3. Change – the change in price of the security for the current session. 4. Last transaction – the price, at which the last issue deal is concluded. 5. Turnover – the daily traded volume in BGN for the trading session**.**
Hiding/showing columns	By right-clicking over the information field in „Columns" you can choose which columns to view.
Changing column width	By holding the left mouse button over a chosen column you can change it's width.
Sort by column	By left-clicking over the selected column's title you can sort its' containing information.
Export to Excel	By right-clicking over the information in **Market statistics > Export to Excel** you can save to Excel a file containing the transactions for all or one issue chosen by you.
Submitting orders	You can submit orders by double-clicking over the Issues in "Market statistics".

4.5 "Instruments" window

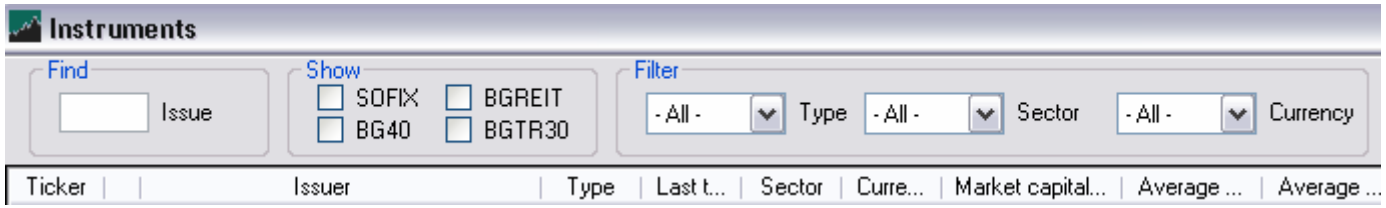
Activation	Start the "Instruments" window by clicking on **Windows > Instruments** from the main menu.
Description	Shows different pointers and information about all of the chosen issues for a certain time period.

Search by Issue/Filters

You can search issues by:

- Ticker;
- Issuer;
- Type;
- Sector;
- Currency.

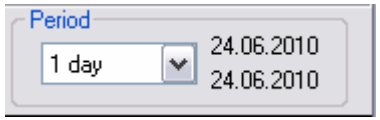
You can use the „Drag-and-Drop" function as a quick and easy way to check a current issue by dragging the chosen issue form another window.



Setting a view period

You can review the variable indicators for issues for a chosen time period:

- Average volume in BGN;
- Average volume of lots;
- Average volume of deals;
- Change in %;
- Traded % of the funds.



Columns

1. Ticker – issue trade code.
2. Icons column – according to the type of instrument, symbols in different colors are placed for an easy identification.
3. ISIN – a unique code of the issue in Central Depositary JSCO.
4. Issuer – the name of the issuer company.
5. Type – shows the type of the security – stocks, bonds, rights, compensatory instruments, fund shares.
6. Last transaction – the last closing price of the trading session.
7. Sector – shows the sector, to which the current issue belongs.
8. Currency – shows the currency in which the current issue is emitted.

9. Market capitalization – market value of the issue (quantity of securities at the last closing price).
10. Average turnover – the average trading volume in BGN according to the chosen time period.
11. Average volume – the average trading volume in lots according to the chosen time period.
12. Average deal number – the average deal number according to the chosen time period.
13. Change in % – price changes in percentage according to the chosen time period.
14. Traded % from the funds – shows the trader quantity of stocks from the fund of a current company in percentage according to the chosen time period.

Hiding/showing columns — By right-clicking over the information field in „Columns" you can choose which columns to view.

Changing column width — By holding the left mouse button over a chosen column you can change it's width.

Sort by column — By left-clicking over the selected column's title you can sort its' containing information.

Export to Excel — By right-clicking over the information in **Instruments > Export to Excel** you can save to Excel a file containing the transactions for all or one issue chosen by you.

Submitting orders — You can submit orders by right-clicking over the **Instruments > News order** window.

Graphics — By right-clicking over the issues in **Instruments > Graphics** you can open the "Graphics" window for the chosen issue.

4.6 "Issue information" window

Activation — Start the "Issue information" window by clicking on **Windows > Issue information** from the main menu.

Description — В този екран потребителите могат да намерят пазарна статистика и информация за дадена емисия.

Search by issue — You can choose an issue by the "Search" field or by the „Drag-and-Drop" function by dragging the chosen issue from another window.

Tabs
1. Information – shoes actual quotes and information about the issue.
2. Statistics – statistical data about the price movement of a company for predefined periods.
3. News – issue news, coming from several RSS channels.
4. Trades – shows the daily transactions for a current issue.
5. History – full information about the trading from the issue listing till today – first deal, max. price, min. price, last deal, volume at

a daily basis.

6. Graphics – shows the issue graph.

Right mouse button

All tabs in "Issue information" have a right-mouse menu which gives a quick and easy way to export information, print and place a "New order".

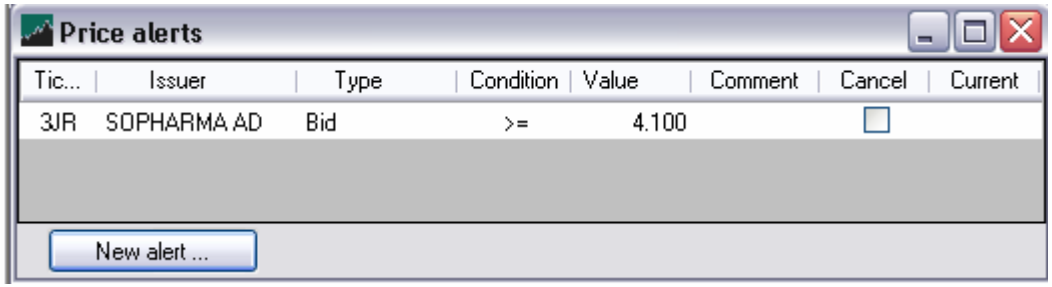
4.7 „Price alerts" window

Activation

Start the "Issue information" window by clicking on **View > Price alerts** from the main menu.

Description

Allows entering different price criteria, for signal activation. The criteria can be set by buy price, sell price and deal price.



Columns

1. Code – issue trade code.
2. Issuer – the name of the issuer company.
3. Type – shows the type of the price signal.
4. Condition – shows the price signal condition – bigger, lesser and/or equal.
5. Value – condition value.
6. Comment – Allows the user to set an explanation text.
7. Annul – allows the user to annul the condition.
8. Current – Shows the current issue price which is under a condition.

Add new price signal

Adding a new price signal Is done by clicking on "New signal" or by right-clicking.

Delete a price signal

A price signal can be deleted automatically from the system after being put into effect or by a user's demand by right-clicking and choosing "Remove price alert".

4.8 „Graphics" window

Activation

Start the "Graphics" window by clicking on **Window > Graphics** from the main menu. An empty graph will popup and you will be able to insert the instrument you need in the upper left corner of the graph. If you do not know the full stock code of the instrument a dropdown menu with all the instruments containing the initial symbols entered by you will appear.

Note: Graphics are built by price of the concluded deals.

Description

The graphics module is used to monitor price changes in a particular instrument. It contains multiple graphics, designed to satisfy the needs and preferences of different users. Moreover the graphics module contains analysis instruments that can monitor and

predict price changes.

Choosing a graph type

The BenchMark BG Trader platform allows you to choose between three types of graphics – line, bar and candle.

- Line graphics

Line graphics connect sequentially every next period. They clearly represent the graphics which can summarize and represent very well a lot of data in a relatively small area. Line graphics do not show price changes for certain periods. They only show the last deal price when closing the trading.

- Bar graphics

Bar graphics give full information about each period, including:

1. Price when opening the time period – the short horizontal line on the left of the bar
2. The highest price for the time period – the top of the vertical line
3. The lowest price for the time period – the bottom of the vertical line
4. Price when closing the time period – the short horizontal line on the right of the bar

- Candles

Candles is the most widely used graphics style and according to many is the easiest to decipher.

The candles graphic shows:

1. If the closing price for the time period is higher (green bar) or lower (red bar) than the previous one.

2. The opening price for the period – the bottom of the green field (also known as "body") or the top of the red body.

3. The highest price for the period – the top of the thin vertical line (also known as "shadow")

4. The lowest price for the period – the bottom of the thin vertical line (also known as "shadow")

5. The closing price for the period – the top of the green area (also known as "body") or the bottom of the red body.

Choosing a time frame

The BenchMark BG Trader platform graphics can monitor time periods from 1 minute to 1 month. Changing the time frame is done from the drop-down menu.

When changing between different time intervals the graphic is refreshed automatically. The platform contains graphic information about the prices of the last deals represented through a line graphics chart.

Graph axes

The Graphics Module allows axis change of one graph. Using this function you can reduce or increase the time periods of the axis.

Changing the graphics axis is done by:

1. Place the mouse cursor over the axis and click on it.

2. Move the cursor in the desired direction (expand/collapse).

3. Press the "1:1" button in the instrument toolbar in the upper part of the graph in order to reset the original parameters.

The Graphics Module allows for a quick access to the historical data of the instrument. Hold the mouse button over the graph and start moving it forward or backward in time.

Showing price information

Price information depiction can be done by several types of cursors that the BenchMark BG Trader platform includes. The cursors are displayed in the instrument toolbar in the upper part of the graph.

The normal cursor does not give you information for the prices of the current bar.

- The free cursor allows you to monitor each price of the graph by moving the mouse up and down on it. Prices are displayed on the abscissa axis at the right of the graph, while on the ordinate axis you can monitor the moment in which a current price has been reached.

- The informative cursor is moved within the different bars while showing the opening and closing prices for each period, together with the lowest and highest price at that time and the traded volume for the current instrument.

- The basic information informative cursor is similar with the ordinary informative cursor with the difference that it consists of w window with information about the four basic prices within a bar – opening and closing price, highest and lowest price – as well as the moment at which this prices have been reached and the traded volume.

- Static information is information about the opening and closing price, the highest and lowest price, traded volume and the date. This information is located in the bottom left corner of the graph.

Other buttons in the instruments toolbar

The instrument toolbar, located in the upper part of the graph contains additional buttons which allow you to adjust the graph according to your personal preferences.

• The „Grid" button allows you to change the way the grid in the graph background is displayed. By clicking this button you can choose between a normal grid which represents symmetrical horizontal and vertical lines, and a white screen that excludes these orienting lines.

• The „Zoom" button allows you to move to the lower time period with each mouse click. If for example you are looking at a day graph the "Zoom" button open a 60 minute graph.

• The „Restore" (1:1) button allows you to restore the graph to its' original scale if you have changed its' scale before (by expanding/collapsing).

• The „Delete" button is used to delete lines projected in the graph. To delete a line press "Delete" and then click on the desired line.

• The "Delete all" button is used for deleting all lines in the graph. After pressing this button the platform will ask you for confirmation about this deletion.

• The button used to display pending orders and price alerts allows you monitor the level of waiting orders and/or price alerts set by you.

• The „Copy" button is used to copy the current view of the graph and to transfer it to another image viewing program.

• The „Clone graphics" button automatically copies the current graph view and opens the copy in the upper left corner of the already opened graph.

• The „Export graphics" button is used to export the graph as a file and save it in a directory on your PC.

• Price alerts

At the end of the instrument toolbar is located the "Price alert" button which is used to notify the user when a price event occurs in a predefined instrument. The following parameters need to be set:

1. Instrument type

2. Price, which will trigger the price alert – buy price, sell price or the price of a concluded deal

3. Price alert condition – whether the price signal will appear when going over or below the predefined by you price

4. Price at which the price signal will activate

5. Additional commentary which is not a obligatory property when placing price alerts

6. Price alert validity

• Technical indicators

The graph can show the following technical indicators: 20-. 50- and 100-period moving average and volume that shows the quantity of traded lots. The technical indicators choice can be made from the "Analysis" button, located in the instrument toolbar in the upper part of the graph.

- Lines

The BenchMark BG Trader platform graphs allow you to project in them different types of lines. You can choose different types of lines from the "Line" button located in the instrument toolbar.

After you choose the line type you must click over the graph and project it there.

- Other graph functions

Some of the graphs' preferences can be adjusted directly from the graph window by right clicking on it. You can choose the following options from the drop-down menu:

1. Projecting a 20-, 50- and 100- period moving average
2. Showing the last deal price which is displayed as a red dotted line, lying parallel to the graph.
3. Showing the traded volume
4. Placing a new trading order
5. Showing in-depth market data for the current issue
6. Showing issue information
7. Placing a price alert
8. Printing the graph
9. Copying the graph
10. Exporting the graph

4.9 „News" window

Activation	Start the "News" window by clicking on **Window > News** from the main menu.
Description	Shows news related to the BSE trade.
Sort by issue	Possibility to sort news by instrument and period.
Copy	The chosen news can be copied and transferred to Word and Excel.

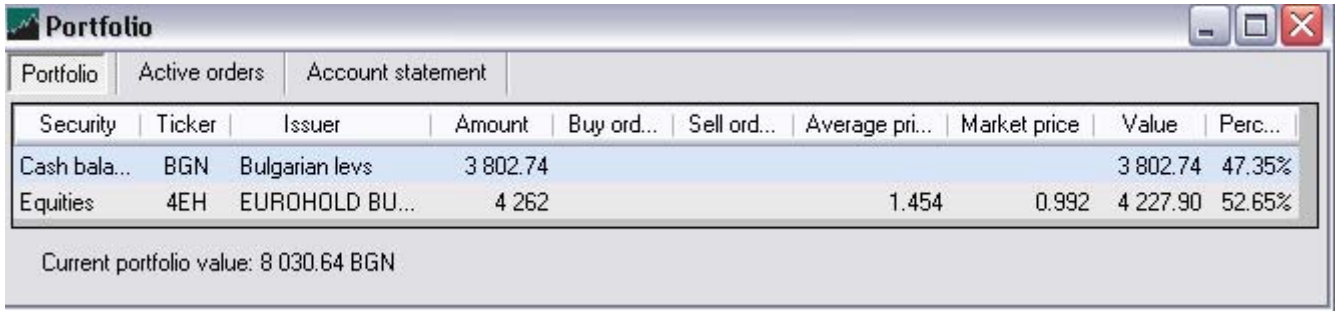
4.10 „Portfolio" window

Activation	Start the "Portfolio" window by clicking on **Window> Portfolio** from the main menu.
Description	Shows the presence of securities and funds in the clients' account in real time.
Columns	1. Account – shows the security type – stocks, bonds, rights, compensatory instruments, fund shares as well as free funds. 2. Code – issue trade code. 3. Issuer – the name of the issuer company. 4. Amount – the quantity of securities owned by the client for the current issue or the free funds. 5. Orders – the presence of buy/sell orders for the current issue.

6. Market price – the current market price for the security.
7. Value – the market value of the owned securities for the current issue.
8. Part – shows what part of the total assets the current issue holds.

Portfolio value

In the lower part of the "Portfolio" window the current total value of the portfolio is displayed. It is a sum of the market capitalization of securities and the clients' free funds.



Portfolio graph

By right-clicking over the issues in **Portfolio > Portfolio graph** you can view in a graphic form your portfolio and separate it by several criteria: sectors, asset types or separate positions.

Hiding/showing columns

By right-clicking over the information field in „Columns" you can choose which columns to view.

Changing column width

By holding the left mouse button over a chosen column you can change it's width.

Sort by column

By left-clicking over the selected column's title you can sort its' containing information.

Export to Excel

By right-clicking over the information in **Portfolio > Export to Excel** you can save to Excel a file containing the transactions for all or one issue chosen by you.

Show orders

You can submit orders by right-clicking over the information in **Portfolio > New order**.

Graphics

By right-clicking over the issues in **Portfolio > Graphics** you can open the "Graphics" window for the chosen issue.

4.11 „Active orders" window

Activation

Start the "Orders" window by clicking on **Window > Orders** from the main menu.

Description

Shows the submitted by the client active orders.

Columns

1. Order – shows the system number of the current order.
2. Date – the date and hour of the order.
3. Status – the current status of the submitted order:

- „Submitted" – submitted by the client, but still not reached a broker.
- „Accepted" – Accepted by a broker, but waiting to be confirmed when trading starts.
- „Confirmed" – the order is confirmed by a BenchMark Finance broker.

4. Type – shows the type of the buy/sell order.
5. Code – issue trade code.
6. Issuer – the name of the issuer company.
7. Validity – the date at which the order expires.
8. Amount – the amount of securities submitted in the order.
9. Price – price at which the deal is submitted.
10. Type – the order type (market, limited, etc.).
11. Annul – by the "Annul" field you can cancel the order you desire.

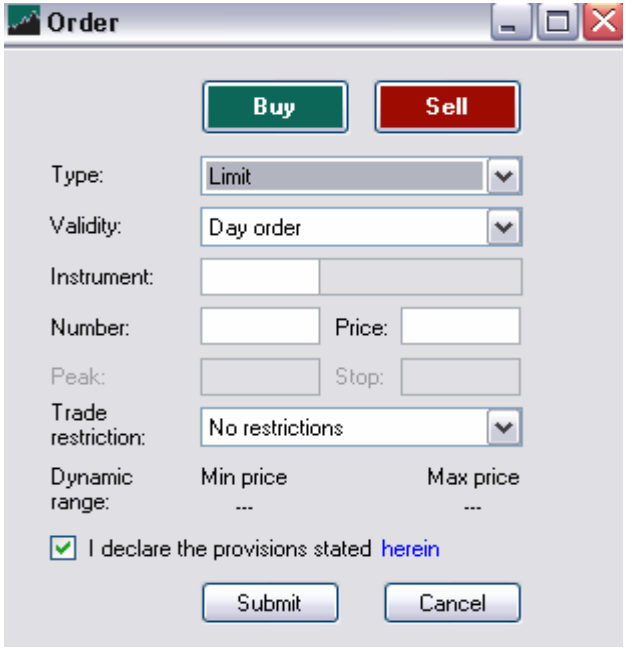
Cancel order	A submitted and accepted order can be canceled by choosing the "Annul" field or by right-clicking the current order.
Hiding/showing columns	By right-clicking over the information field in „Columns" you can choose which columns to view.
Changing column width	By holding the left mouse button over a chosen column you can change its width.
Sort by column	By left-clicking over the selected column's title you can sort its' containing information.
Export to Excel	By right-clicking over the information in **Active orders > Export to Excel** you can save to Excel a file containing the transactions for all or one issue chosen by you.
Submitting orders	You can submit orders by right-clicking over the **Active orders > News order** window.
Graphics	By right-clicking over the issues in **Active orders > Graphics** you can open the "Graphics" window for the chosen issue.

4.12 „New order" window

Activation	Start the "New order" window by clicking on **Window > News order** from the main menu.
Description	Allows you to submit different types of orders.

Submitting a new order requires the following parameters:

- Buy of sell;
- Order type;
- Order validity;
- Issue code, quantity of securities and unit price;
- Trading restriction – allows the submitted order to be valid for different phases of the trade.



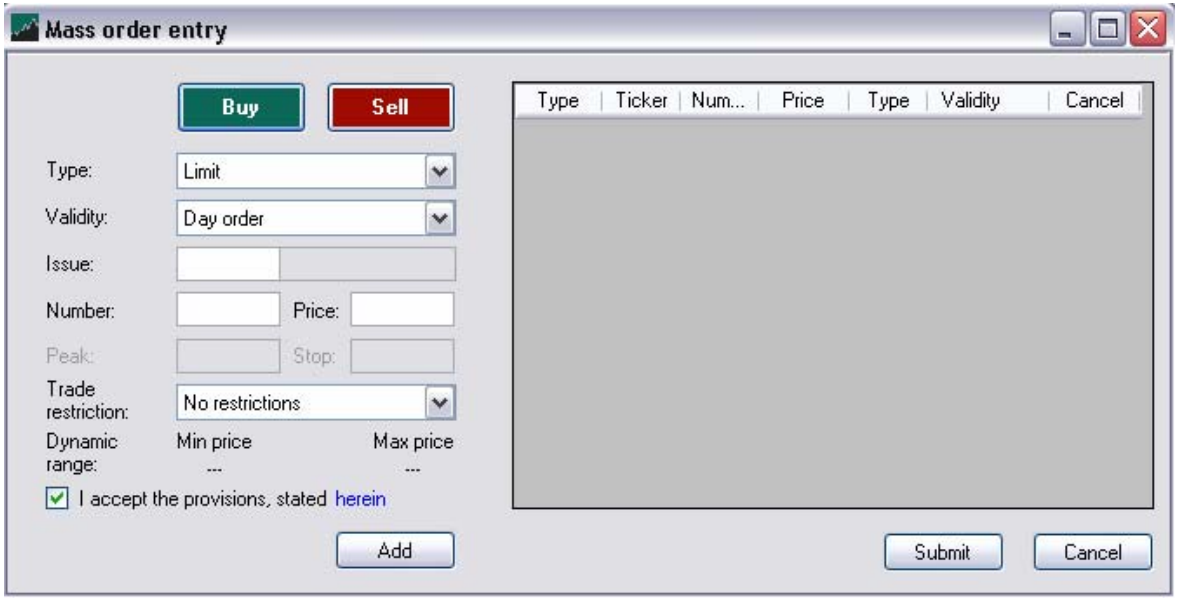
4.13 „Mass order entry" window

Activation

Start the "New order" window by clicking on **Window > Mass order entry** from the main menu.

Description

Allows you to add a number of orders to be submitted/accepted at the same time.



4.14 „Statement" window

Activation — Start the "Statement" window by clicking on **Window > Statement** from the main menu.

Description — Provides an opportunity for self-generating reports on orders and deals for a current period and issue.

Filter — From the menu in the upper part of the "Statement" window you can choose the report type – for deals or orders. You can also set a period and search an issue.

Average buy/sell price — In Trades for an issue report the average buy/sell price of a deal.

Columns — Orders report:

1. Date – the date and hour of the order.
2. Type – type of the buy/sell order.
3. Ticker – issue trade code.
4. Issuer – the name of the issuer company.
5. Number of shares – the amount of securities submitted in the order.
6. Price – the price at which the deal is submitted.
7. Amount – the overall value of the order.
8. Currency – the currency in which the deal is submitted.
9. Validity – the date at which the order expires.
10. Order – shows the system number of the current order.
11. Order type – the order type (market, limited, etc.).
12. Status – the status of the submitted order:

- „Submitted" – submitted by the client, but still not reached a broker;
- „Accepted" – Accepted by a broker, but waiting to be confirmed when trading starts;
- „Confirmed" – the order is confirmed by a BenchMark Finance broker;
- „Annulated" – the order has expired or is annulated by a broker or the BSE;
- „Withdrawn" – the order is withdrawn by the client;

- „Realized" – the order is realized and a transaction is concluded.

Orders report:

1. Date – the date and hour of the deal.
2. Type – type of the buy/sell order.
3. Ticker – issue trade code.
4. Issuer – the name of the issuer company.
5. Amount – the quantity of securities for which the deal is concluded.
6. Price – price at which the deal is concluded.
7. Value – the overall value of the deal.
8. Currency – the currency in which the deal is concluded.
9. Order – shows the system number of the current order from which the deal is concluded.
10. IF commission – deal commission owed to BenchMark Finance.
11. Other commissions – deal commissions owed to the BSE – Sofia JSCO and Central Depositary JSCO.

Hiding/showing columns	By right-clicking over the information field in „Columns" you can choose which columns to view.
Changing column width	By holding the left mouse button over a chosen column you can change it's width.
Sort by column	By left-clicking over the selected column's title you can sort its' containing information.
Export to Excel	By right-clicking over the information in **Statement > Export to Excel** you can save to Excel a file containing the transactions for all or one issue chosen by you.
Submitting orders	You can submit orders by right-clicking over the **Active orders > News order** window.

4.15 „Chat" window

Activation	Start the "Chat" window by clicking on **Window > Chat** from the main menu.
Description	The "Chat" gives direct communication with the BenchMark Finance brokers.
New message	You can send messages by filling in the box at the bottom of the "Chat" window and pressing the "Send" button. The message is displayed in the maim window.
Archive	You can review your broker messages for a past period by right clicking and choosing "Archive".
Copy/Paste	Each message can be copied and pasted in Word and/or Excel, as well as printed. To do this just right-click over the "chat" window.